

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
JUNE 27, 2000**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met Tuesday, June 27, 2000, at 9 a.m. Eastern Daylight Time (EDT) as part of the Sixth NELAC Annual Meeting (NELAC VI) in Williamsburg, VA. The meeting was led by its chair, Dr. Marcia C. Davies of the US Army Corp. of Engineers. A list of action items is given in Attachment A. The list of participants is given in Attachment B. *The purpose of the meeting was to discuss proposed changes to the Constitution and Bylaws and Chapter 1 of the Standards.*

**SCOPE OF ACCREDITATION**

In addition to the regular meeting, the Program Policy and Structure Committee also participated in an Open Forum which was also held on June 27, 2000. The purpose of this special session of the Regulation Coordination, Program Policy and Structure, Proficiency Testing, and the Accreditation Authority committees was to discuss scope of accreditation and consistency issues.

**COMMITTEE MEMBERSHIP**

New members who will be joining the committee after NELAC VI were mentioned. Dr. Davies also told the audience that Ms. Alice Brenner and Mr. Roberto Luna had resigned from the committee. One committee vacancy remains that needs to be filled by a voting member.

**PROPOSED CHANGES TO STANDARD**

**Changes to the Constitution and Bylaws and Chapter 1**

Dr. Davies led the committee proceedings through the proposed changes to the Constitution and Bylaws and Chapter 1.

Constitution - Article III Participation

The addition of “and state” was approved

Section 1.1.2 History

The proposed revision was discussed. Because the word “delegation” has legal implications for both state and federal representatives, the committee decided to withdraw the proposed language and defer this issue. Dr. Davies asked the audience to submit suggestions to amend language during the next year so that they can revisit this issue at next year’s meeting.

### Section 1.5.3 Reciprocity

It was suggested that the proposed revised wording on reciprocity be deleted from this section because it was also in Chapter 6. The committee decided to delete the first sentence and have the remaining language be identical to Chapter 6. There also will be reference to Section 6.2.1 added to the end of the paragraph. It was felt that keeping the language in both places was important because Chapter 1 describes the overall structure of NELAC.

### Section 1.6.1. The Board of Directors

The proposed wording should be revised to read:

“Such policies shall have effective and expiration dates and/or be referred to the appropriate committee for potential incorporation into the standards by a NELAC vote.”

### Section 1.6.3. The Accrediting Authority Review Board

The revisions that the Accrediting Authority Committee had made to Chapter 6 on June 26, 2000 were reviewed and accepted by the committee. The consensus of the committee members was to use the word “assessment” instead of “audit” at this time. This can be changed in the future if needed.

## **Glossary**

Eight definitions were added, sixteen definitions deleted, and eight were changed.

All definitions have been coordinated with the committees that are responsible for that definition.

The following definitions were altered due to concerns raised by the audience members.

- Governmental Laboratory: as used in these standards, a laboratory owned by a Federal, state, or tribal government includes governmental-owned contractor-operated laboratories. (NELAC)
- Non-governmental Laboratory: any lab not meeting the definition of the governmental laboratory definition as listed above.
- Quantitation Limits: levels, concentrations, or quantities of a target variable (e.g., target analyte) that can be reported at a specified degree of confidence.

## **NEW BUSINESS**

### Section 1.5.2.3.2 Responsibilities of Secondary Accrediting Authorities

It was suggested that the first paragraph of this section be deleted. This was placed in the parking lot to be addressed later. The Glossary may also need to be revisited because it does not state that the Secondary Accrediting Authority has to be NELAC approved.

Other issues the committee plans to look at include the issues of

- scope of accreditation,
- interim policies that become new policies,
- accrediting authorities and their roles in policy making,
- assistance of a nonprofit organization to NELAP,
- and upkeep of the glossary over the coming year.

**ACTION ITEMS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
JUNE 27, 2000**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	A committee vacancy will be filled with a voting member.	

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
JUNE 27, 2000**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Davies, Marcia      Chair	US Army Corps of Engineers	T: (402)697-2555 F: (402)697-2595 E: marcia.c.davies@usace.army.mil
Brenner, Alice (resigned)	Texas Department of Health	T: (512)458-7585 F: (512)458-7452 E: Alice.Brenner@tdh.state.tx
Burton, Arthur (absent)	Sequoia Analytical Laboratory	T: (650)364-9600 F: (650)364-2048 E: burton@sequoialabs.com
Clark, Stephen	USEPA/OW	T: (202)260-7159 F: (202)260-4383 E: clark.stephen@epa.gov
Farrell, III, John	Analytical Excellence, Inc.	T: (407)331-5040 F: (407)331-4025 E: AEX@ix.netcom.com
Giesler, Barbara	NM Environment Dept (NMED)	T: (505)827-1400 F: (505)827-7545 E: barbara_giesler@nmenv.state.nm.us
Luna, Roberto (resigned)	City of Longmont Water/Waste Water	T: (303)651-8666 F: (303)682-9543 E: colwwtp@lanminds.net
McAninch, Thomas	Eastman Chemical Co.	T: (903)237-5473 F: (903)237-6395 E: twmcan@eastman.com
Rosecrance, Ann (absent)	Core Laboratories	T: (713)329-7414 F: (713)895-8982 E: arosecrance@corelabcorp.com
Sorbet, Elaine	LA Dept. of Environmental Quality	T: (225)765-2405 F: (225)765-2408 E: elaine_s@deq.state.la.us
Reading, Helen (Contractor Support)	Research Triangle Institute	T: (202)728-2044 F: (202)728-2095 E: hmr@rti.org